

Minnesota Department of Public Safety
Office of Justice Programs (OJP)
Crime Victim Services
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-1515
1-888-622-8799

Request for Proposals
Sexual Assault Services in Goodhue and Wabasha Counties
Due March 19, 2014

Description

Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications for funding to provide sexual assault services to victims in Goodhue and Wabasha counties.

Grant Term

The term of the grant will be the period of April 1, 2014 to September 30, 2014. It is anticipated that the successful applicant will be eligible for annual funding renewals until the next competitive funding process for all crime victim services funding (through September 30, 2017).

Eligible Applicants

Public and private non-profit entities including local units of government, tribal government, and community-based organizations are eligible to apply for these funds.

For non-profits: Federal 501(c)3 tax exempt status is not required. To be eligible, an applicant must be legally incorporated as a non-profit in Minnesota and possess state and federal identification numbers. Community-based groups that are not yet incorporated are eligible to apply if using fiscal agents with non-profit status.

Eligible applicants must be currently serving victims of sexual assault. These funds are NOT intended for new start-up organizations.

Funds Available

Up to \$33,000 is available in state funding. No match is required.

Program Activities

Applicants will be responsible for planning and implementing services according to the *General and Administrative Standards*. Additionally, applicants must adhere to the *Sexual Assault Program Standards*. Program activities and projected outcomes should be guided by the *Best*

Practices Guidelines for crime victim services: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BestPracticesGuidelinesCurrent.pdf>.

Application Deadline

Applications must be submitted using the web-based E-grants system by **4:00 p.m. on Wednesday, March 19, 2014**. No paper submissions will be accepted. Applications will not be received after this time.

Application Process

All applications must be submitted via E-grants, the Office of Justice Program (OJP) online grants management system, at <https://app.dps.mn.gov/egrants/>. E-grants can also be accessed via the OJP website at <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>. To establish a user account if you do not already have one, click on the purple “New User” option in the login box in the upper right corner of the E-grants website and follow instructions to fill out the profile.

TECHICAL ASSISTANCE

- **For questions regarding the application, please contact:**
Chris Anderson, Office of Justice Programs, Minnesota Department of Public Safety:
chris.anderson@state.mn.us or 651-201-7302.

Application Components

The following will be addressed in the E-grants application:

- A. Applicant Form
- B. Terms and Conditions
- C. Grant Program Guidelines
- D. General and Administrative Standards
- E. Program Standards
- F. Narrative
- G. Budget

Any proposal that does not include these components will not be considered for funding. No staff resumes, job descriptions, letters of support or Memoranda of Understanding (MOU) should be submitted with the application.

Applications and proposed activities should reflect best practices in crime victim services as outlined in the *Best Practices Guidelines*: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BestPracticesGuidelinesCurrent.pdf>.

A. Applicant Form

Applicants need to complete every field of the form provided. This form lists the authorized representatives for the program and other identifying information.

B. Terms and Conditions

All applicants must acknowledge that they have read the *Terms and Conditions* and that the *Terms and Conditions* will be incorporated into their Grant Agreement if funded.

C. Grant Program Guidelines

All applicants must acknowledge that they have read the *Grant Program Guidelines* and that they will be incorporated into their Grant Agreement if funded.

D. General and Administrative Standards

All applicants must demonstrate that their organization meets or has a plan for meeting all *General and Administrative Standards* by September 30, 2014.

E. Program Standards

Applicants must indicate that they will adhere to the *Sexual Assault Program Standards*.

F. Narrative

Applicants need to address the following in a document (4 pages maximum) with $\frac{3}{4}$ " margins, single spaced, with a 12 point font size comparable to "Times New Roman." When ready to submit, the narrative will be uploaded in E-grants. Please use the numbered headings and sub-headings (in bold).

1. Organizational Information (10 points)

- a. **Mission/History:** Provide your organization's mission and a brief (1-2 paragraphs) history.
- b. **Current Services:** List the primary sexual assault services and related activities currently being provided by your organization.

2. Organizational Capacity (20 points)

- a. **Capacity:** Describe your organization's capacity to deliver high quality sexual assault services and why your organization should receive funding.
- b. **Collaboration:** Identify your major collaborative partners in providing sexual assault services. Explain how you work together to improve the response to sexual assault victims.

3. **Plan for Providing Services** (10 points)

- a. **Location:** Provide the location(s) from which services will be provided (include city and county names) including locations to which staff will travel to provide services.
- b. **Staffing:** Provide for each location the proposed staff position titles and FTE per title to be paid for with this grant. Also include information on other staff time to provide or support these services that will not be funded by this grant.

4. **Community Outreach & Awareness** (20 points)

Explain how you will build broad awareness of the availability of your agency's sexual assault services in Goodhue and Wabasha Counties, including awareness efforts to traditionally underserved populations.

G. **Budget**

Directions are available in the E-grants Users' Guide on the OJP website. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Equipment, Office Expenses, Program Expenses, and Other Expenses. (Not all line items need to be used.) **Enter all budget dollar amounts in the "Other" budget column and leave the "VOCA-Eligible" budget column blank.**

Budget considerations include:

- Budget covers a one-year period.
- All expenses must be itemized and allowable to be charged to the grant.
- Calculations should be provided for all budget amounts.
- Funding may be used to supplement but not supplant state and local government funds.
- Staff positions in budget must match staffing as outlined in "Plan for Providing Services."
- Indirect rates are only allowable if your organization has a federally approved indirect rate. Otherwise, these expenses must be broken out into appropriate budget categories.

Application Review Process

This is a competitive application process. Review teams will read and rate applications according the following scale for these portions of the application.

Organizational Information	10 points
Organizational Capacity	20 points
Program Activities	10 points
Community Outreach	<u>20 points</u>
TOTAL	60 points

Reviewers will be asked to rate each application based on the information provided in response to the RFP and the substance and strength of the case made for funding.

A 2nd level staff review will conduct a budget analysis and consider current and past grantee performance including timeliness and completeness of financial and progress reporting. Final decisions will be made by the executive director and applicants will be notified of grant awards by March 24, 2014.

Any appeals of funding decisions should be submitted in writing by April 10, 2014 to Raeone Magnuson, Executive Director, Office of Justice Programs, Minnesota Department of Public Safety, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

Post Award Requirements

- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract will be initiated, signed by grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts.
- **Grant payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.
- **File Documents.** If selected to receive funding, the applicant must submit, or already have on file at OJP, the most current version of the following applicable documents prior to the issuance of a grant contract:
 - By-laws
 - Articles of Incorporation
 - Two most recent IRS Form 990's
 - Mission/Philosophy Statement
 - Governing board roster

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of an application made in response to this request, or pay for information solicited or obtained as part of this process.